

TO: WIB Chairs
WIB Directors

FROM: Pat Vercauteren
Deputy Commissioner



DATE: March 13, 2002

SUBJ: DWD Communication 2001-26
PMIS Clarifications and Revisions

RE: Workforce Investment Act

Purpose:

Since the publication of final Workforce Investment Act (WIA) Management Information and Reporting instructions, there have been a number of questions about proper use of the Participant Management Information System (PMIS) used for WIA. The purpose of this communication is to provide responses for some of these questions and revise guidance provided in the PMIS Manual.

Rescissions:

None

Content:

Following are PMIS questions and answers.

1. What are the requirements for documenting supplemental data?

Response: Supplemental data can be provided in the PMIS system at the option of the WSA. This supplemental data is used when calculating entered employment and employment retention performance standards for exiters that do not have wages in the UI wage system. Following is the revised requirement for reporting supplemental data:

Case management, follow-up services, and surveys of the participant may be used to determine that a participant is employed. Written documentation of the method used and the results must be maintained in the client file. WIBs that choose to record supplemental data are responsible for developing standard operating procedures that assure reported supplemental data is accurate. Line code S 1 is used to report if wages were earned in the quarter following the exit quarter, and S3 is used to report if wages were earned in the third quarter following the exit quarter.

2. If a hard exit is done for a WIA client, and within 90 days (since the last date of service), it is determined more services are appropriate, can the hard exit be deleted since the exit would not have occurred if the soft exit definition is used?

Response: Yes, since the WIA reporting requirements consider this as one service period, the hard exit should be removed and services continued to the client. In all cases where an exit is recorded, but a decision is then made to provide additional service (when the service is provided within 90 days of the last service provided) this will be considered one service period and PMIS data should be adjusted to reflect that. The exit date is the last date of WIA funded or partner service received (except follow-up services). Participants who have a planned gap in service of greater than 90 days should not be considered as exited if the gap in service is due to a delay before beginning of training or a health/medical condition that prevents an individual from participating in services. These planned gaps must be documented in the case file. Send an explanatory note with text file submission when this occurs.

3. Can skill gainers from partner programs be entered into the PMIS system so they will be counted in the system measure "skill gainers"?

Response: Yes, program code SG is used to report a partner client that gained a skill. Since the inception of this measure, it has been the intention of DWD to create this capacity in the CS3 system. Until this enhancement is completed, WSAs can optionally enter skill gainer information into the PMIS system. For more detailed instructions on how to use the PMIS system for this purpose, contact Rick Lindsey at 317-232-8486 or rlindsey@dwd.state.in.us.

4. Can two WSAs provide services and report the same participant at the same time?

Response: Two WSAs can agree to provide services to the same participant, but only one WSA can report that participant. Performance for this participant will be calculated as part of the reporting WSA's performance.

5. Can one WSA transfer a client to another WSA?

Response: Yes, if both WSAs agree, the client record is deleted from the transferring WSA and the complete client record is added to the receiving WSA database. This transfer must be coordinated with Debbie Gibson at 317-232-8484 or dgibson c@dwd.state.in.us. The receiving WSA is then the WSA that will count this client for performance and reporting purposes.

6. Shouldn't the definition of recently separated veteran be based on 48 months of discharge instead of 12 months as defined in the PMIS Manual?

Response: Yes, initial DOL reporting instructions mistakenly defined this as 12 months. The correct definition is: "A veteran who applied for participation under WIA Title 1 B within 48 months after discharge or release from active U.S. military, naval, or air service."

7. When a WIA client is a Reservist or National Guard and is called to active duty, what is the appropriate exit code?

Response: A new exit code has been established. Exit code 65 should be used for these cases. These records will be excluded from performance standard calculations.

8. Is it necessary to report goals for older youth assessed to need skills?

Response: No, since federal reporting requirements do not require this, reporting goals for older youth has been changed to be a WSA option.

9. Can a line code be added for local use to designate hold status.

Response: Yes, an optional line code of 98 is added for local purposes to designate a hold status.

10. Can we begin using the PMIS system to track non-registered individuals receiving WIA services?

Response: Yes, you can begin entering non-registered individuals into the PMIS system at any time. Use program code 'MC' and at a minimum enter the following data: social security number, name, and date of service (enter as the registration date). If there is a desire to track particular services to these non-registered individuals, we have reserved line codes 'M1' through 'M9' for this purpose. 'M1' will designate a general service to a non-registered WIA client. Additional codes will be assigned as requested by local areas. The PMIS User Group will assist in making these designations.

11. Can an optional training provider code be designated to identify records that do not require a training provider id?

Response: Yes, code '99999' has been designated as an optional code that can be used for local purposes to identify records that do not require a training provider id. At the state level this code will be interpreted the same as null in this field.

12. Can you provide a definition for application item #75 (student status at time of registration)?

Response: There are three possible responses to this item. Response 1 (full-time student) is chosen for a registrant that is attending any school (including elementary, intermediate, junior high school, secondary or postsecondary, or alternative school or program.

Response 2 is chosen if the registrant meets the above definition, except is attending part-time. Response 3 is chosen if the registrant is not a student at the time of registration.

13. The Workforce Investment Act legislation and regulations state that an eligible youth attending an alternative school is an in-school youth. What is the definition of "alternative school?"

Response: An alternative school is one in which eligible students are instructed in an educational program that is in a manner different than the manner of instruction in a traditional school setting and the adopted rules for the alternative education program are in compliance with IC 4-22-2 of the Administrative Rules and Procedures Statute. The complete Indiana Code for alternative programs for certain students may be found at [www.in.gov/legislative/ic/code/title20/ar 10.1 /](http://www.in.gov/legislative/ic/code/title20/ar%2010.1/) .

Effective Date:

July 1, 2001

Action:

Follow the procedures outlined in this communication and communicate these procedures to appropriate entities and staff. Any PMIS or WIA reporting or performance standard questions can be directed to Rick Lindsey at 317-232-8486 or rlindsey@dwd.state.in.us.